

.

From: Han, Linda (DPH)
Sent: Friday, December 05, 2008 1:38 PM
To: Smole, Sandra (DPH); Caloggero, Dina (DPH); Dooley, Jacqueline (DPH)
Cc: Gilchrist, Mary (DPH); Nagle, Austin (DPH); Nassif, Julianne (DPH); Szymczak, Elizabeth (DPH)
Subject: RE: Facilities Work Group

Paul Elvin and Joe Peppe from my group. Alex Sloutsky can be removed. Thanks, Ih

From: Smole, Sandra (DPH)
Sent: Friday, December 05, 2008 1:37 PM
To: Caloggero, Dina (DPH); Dooley, Jacqueline (DPH)
Cc: Gilchrist, Mary (DPH); Han, Linda (DPH); Nagle, Austin (DPH); Nassif, Julianne (DPH); Szymczak, Elizabeth (DPH)
Subject: RE: Facilities Work Group

I'd like Karen Chen and Scott H to still attend from my group.

Thanks!
s

From: Caloggero, Dina (DPH)
Sent: Friday, December 05, 2008 12:54 PM
To: Dooley, Jacqueline (DPH)
Cc: Gilchrist, Mary (DPH); Han, Linda (DPH); Nagle, Austin (DPH); Nassif, Julianne (DPH); Smole, Sandra (DPH); Szymczak, Elizabeth (DPH)
Subject: RE: Facilities Work Group

Hi Jackie,

Kathleen Nawn can represent my group, which includes QA, IT and CLS. The following individuals can be removed. Alan Borne and Peggy DiNatale.

I am including Betsy Szymczak on this string so she can include a rep for her area.

Let me know if you have any questions....Dina

From: Dooley, Jacqueline (DPH)
Sent: Thursday, December 04, 2008 3:25 PM
To: Caloggero, Dina (DPH); Gilchrist, Mary (DPH); Han, Linda (DPH); Nagle, Austin (DPH); Nassif, Julianne (DPH); Smole, Sandra (DPH)
Subject: Facilities Work Group

Hi Everyone:

John Nickerson has asked me to work with him to reorganize the facilities management work group. The list of former attendees is listed below. We would like to cut back on the size of the group and this is where your help will be greatly

appreciated. We would like to see each program represented by only one person. Please check the list and let me know if the person is most appropriate for your area or if someone should attend instead.

We will be working on reinstituting the recurring monthly meetings. After each meeting, I will be distributing the meeting minutes to all staff located at the SLI.

If any of the persons listed below does not need to attend, then please type remove next to their name.

If they should attend, please type attend next to their name.

List any additions at the bottom of the list. Remember, we are trying to cut the list down if possible.

Alex Sloutsky
Bruce Aspelagh
Cheryl Gauthier
Dina Calogerro
Joe Peppe
Karen Chen
Linda Han
Mike Lawler
Paul Elvin
Steve Ridley
Scott Hennigan
Tanya Rivera

Thank you in advance for your assistance.

Jacki

*Jacqueline Dooley
CME Program Coordinator
CD Bureau Administration
MA Dept. of Public Health
State Lab Institute
305 South Street - Rm 557
Boston, MA 02130
Phone: (617) 983-6559
Fax: (617) 983-6925*



Please consider the environment before printing this e-mail